



Reference Guide: Using Advanced Options

Purpose

Launch Advanced Options to search past Check and ACH activity and view reports.

Steps

1. Launch Advanced Options

Select the Launch Advanced Options button in the top right corner of the Positive Pay screen.

2. Search for Checks

Under the Transaction Processing menu, select Check Search to find specific check transactions.

3. Search ACH Activity

Under the Transaction Processing menu, select ACH Transaction Search to review posted ACH transaction activity.

4. Enter Criteria and Search

Enter your search criteria, then select Search. Results display on the next screen.

5. View Reports

Advanced Options is also where you view Positive Pay reports.

Quick Tips

Where to Find It

Top right corner of the Positive Pay screen

Use It For

Looking up past activity and running reports
Daily tasks like loading checks and decisioning exceptions stay on the main Positive Pay screen

Good Times to Use It

Confirm whether a specific check was paid
Review ACH transactions that already posted
Pull a record of activity for follow-up or reconciliation

If you have any questions, contact our Customer Care Center:

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